

# City of Franklin Addendum No. 2 to

Purchasing Office Solicitation No.: 2018-016

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1. Solicitation identified: This Addendum No. 2 applies to the following procurement:  
**third-party administrator services for workers compensation self-insurance program**

**Purchasing Office Solicitation No.: 2018-016**

2. Notice to Proposers publication date: **March 29, 2018**
3. Solicitation release date: **April 2, 2018**
4. Addendum No. 1 release date: **April 11, 2018**
5. Deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation: **April 17, 2018, 2:00 p.m. Central Time**
6. Addendum No. 2 release date: **April 19, 2018**
7. Proposals submittal deadline and scheduled opening: **April 26, 2018, 2:00 p.m. Central Time**
8. Tentative date of release of City's tabulation of proposals received and notice of intent to award: **May 4, 2018**
9. Tentative date of award: Meeting of Board of Mayor and Aldermen at which is tentatively scheduled to be awarded the selection of the proposal that best meets the needs of the City: **May 22, 2018**

10. Addendum:

In reference to the City of Franklin's April 2, 2018 Purchasing Office Solicitation No. **2018-016** for the supply and delivery of **third-party administrator services for workers compensation self-insurance program**, the City has been asked certain questions about the solicitation by one or more vendors who are potential proposers.

The purpose of this Addendum No. 2 is to announce the City's responses to the questions that have been asked since issuance of Addendum No. 1.

Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

**April 26, 2018, 2:00 p.m. Central Time**

Below are the questions asked since issuance of Addendum No. 1 and the City's responses thereto:

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Q1: 11.2 from the RFP mentioned a robust return-to-work transitional duty program. Please provide details of the program.

A1: The City's return to work program is supported by the City's executive staff and department heads. The City works very hard to bring injured employees back to restricted duty. It's very rare that the City cannot bring them back. If the employees cannot be accommodated in their own department, the City tries to place them elsewhere to see if they can be accommodated in a different department.

Q2: 11.4.4.m (comprehensive status reports): Please provide details or an example of current report.

A2: Please refer to City of Franklin Addendum No. 1 to Purchasing Office Solicitation No: 2018-016, A8.1.

Q3: 11.4.4.aa: How many litigated files has the City of Franklin had per year over the past 3 years?

A3: Over the most recent three years, no City workers compensation case has gone to trial. For the same timeframe, approximately ten workers compensation files have been assigned counsel for the City to negotiate settlements.

Q4: 11.4.4.bb: Who is the excess carrier for the City of Franklin?

A4: To be determined.

Q5: 11.4.4.ee: If the TPA owns and controls a PPO network already, may the TPA use this network?

A5: Yes.

Q6: 11.4.4.ffa: What is the expected frequency of updated files being passed to the TPA (weekly, monthly, quarterly, etc.)?

A6: Monthly.

Q7: 11.4.4.ffa: Will the City of Franklin be open to using the TPA's format?

A7: Yes.

Q8: 11.4.7.a: There is mention of "dedicated" claims staff. Will the City of Franklin allow a "designated" claims staff vs. "dedicated" such that, if the City of Franklin claims caseload does not equal a full-time workload, the adjuster will be allowed to handle claims from other accounts/clients up to their caseload limit?

A8: Use by the proposer of "designated" claims staff, if disclosed in proposer's submitted proposal with estimated case load, would be considered.

Q9: 11.4.9.e: Is the City open to using the TPA's format for this prior loss data file?

A9: Yes.

Q10: 11.4.9.f: Does the City expect the prior loss data to be imported to the TPA's RMIS (11.4.9. e) to be included in the reports listed here?

A10: Yes.

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Q11: 11.6.B.7: Will the City of Franklin consider a gain share for TPA high performance?

A11: Yes. Proposer must provide details within its submitted proposal.

11. Acknowledge addendum: Proposers shall acknowledge this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, "Acknowledge any and all issued addenda to this solicitation."
12. Questions: The deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation has now passed. To ask questions of a procedural nature, please contact:

City of Franklin Purchasing Office  
Franklin City Hall, Suite 107  
109 3<sup>rd</sup> Ave. South  
Franklin, TN 37064  
[purchasing@franklinTN.gov](mailto:purchasing@franklinTN.gov)  
Tel: 615/550-6692  
Fax: 615/550-0079

Depending upon the inquiry, the City may request that the question, request for clarification, or request for revision be submitted in writing, whereupon the City may choose to announce the inquiry and the City's response thereto.

13. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.